



Procedure

Procedure Name	<i>Flexible Work Options – MAE and AUPE</i>		
Procedure #	HR 5.2	Parent Policy	HR 5.0 Flexible Workplace
Policy Owner	Associate Vice President, Human Resources	Effective Date	January 4, 2022
Procedure Owner	Director, Employee & Labour Relations	Next Review Date	January 4, 2027
Approved by	Director, Employee & Labour Relations	Approval Date	January 4, 2022

1.0 Purpose/ Background

NAIT's commitment to support its employees and be an outstanding workplace involves supporting the ability to pursue work life balance. Flexible work options provide employees with a means to achieve a balance between professional and personal responsibilities in a manner that benefits both the employee and NAIT. The potential benefits include:

- increased employee motivation and improved performance
- increased employee commitment to the Institute
- NAIT's ability to be an employer of choice
- reduced absenteeism and employee turnover
- reduced stress due to conflicting personal and professional priorities

*Flexibility regarding location of work is outlined in HR 5.1 Distributed Work.

2.0 Definitions

Term	Definition
AUPE	Alberta Union of Provincial Employees
Averaging Agreement	Agreement used to define the details of a Flexible Schedule
EDO	Earned Day Off (accomplished by modified or compressed hours of work)
FTE Reduction (Part-Time)	A request to work fewer than standard full-time hours in order to work fewer hours in a day or fewer days in a week or a combination of these.
Flexible Hours	An arrangement where employees work the standard number of hours in a workday, but vary their start and end times
Flexible Schedule (previously referred to as compressed hours of work)	This allows an employer to schedule an employee to work longer hours per day at their regular rate of pay in order to take paid time off. Hours of work are averaged over a period of weeks.
Flexible Time	Time accumulated via a Flexible Schedule to be taken as time off with pay (also referred to as TOIL)
Job-share	Where two employees share the duties of one job, each working part time on a regular basis.

Leader	Employee with direct reports and the authority to approve or deny requests
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3.0 Procedures

3.1 General

- 3.1.1 NAIT's procedure regarding flexible work arrangements will be in alignment with applicable provisions of the AUPE Collective Agreement and Letter of Understanding Re: Flexible Workplace Options (Job Share and Reduction in hours/FTE) as well as any applicable provincial or federal legislation.
- 3.1.2 There shall be no reduction in standard hours due to the implementation of a flexible work schedule or flexible hours.
- 3.1.3 Salary and salary related benefits and entitlements will be prorated according to the number of hours an employee works.
- 3.1.4 Employees who job share are to be in the same classification and have the same or similar job duties. An employee is not to receive a promotion as a result of a job-share arrangement unless a competition is held.
- 3.1.5 NAIT HR provides support to ensure NAIT remains compliant with applicable provisions of the AUPE Collective Agreement and current Provincial or applicable Employment Standards.

3.2 Request and Approvals

- 3.2.1 NAIT employees submit a written request outlining their desired flexible work option to their leader including the rationale for the request and outlining how it will support the operational needs of the work area.
- 3.2.2 Requests to work flexible hours, a reduced FTE, or a job-share arrangement will be reviewed and assessed by the leader based on operational requirements with the decision being communicated in writing to the employee(s).
- 3.2.3 The agreed upon flexible work option will be implemented on a mutually agreeable date, taking into consideration the employee's request and the operational needs of the work area, and where required, union approval as per the collective agreement.
- 3.2.4 Where an employee has received approval for a job-share work option, recruitment may be conducted to select a job-share partner where necessary.
- 3.2.5 Requests to work a flexible schedule will be reviewed and assessed by the leader based on operational requirements. Where approved, the leader will create an averaging agreement (found on the NAIT intranet) for the employee. Where the request is denied, the decision and rationale will be communicated in writing to the employee.
- 3.2.6 An averaging agreement must be completed for all approved flexible work schedules and signed off by both the employee and leader. Employees are not permitted to work a flexible schedule without a current agreement in place.
- 3.2.7 It is the responsibility of the leader to ensure a current agreement is in place for any employee working a flexible schedule and that a copy has been sent to Human Resources.
- 3.2.8 It is important for employees to have breaks throughout their workday, therefore they cannot forego coffee or lunch breaks to accumulate time as part of a flexible schedule. Employees may shorten their lunch break to accumulate

time, however a minimum unpaid lunch break of 30 minutes is required for employees working shifts in excess of 5 hours.

- 3.2.9** Scheduled hours in a day cannot be greater than 12. Where unforeseen circumstances arise, any hours worked in excess of 12 hours in a day will automatically be considered overtime.
- 3.2.10** Overtime for employees participating in an averaging agreement will be calculated and payable as outlined in the averaging agreement and in accordance with the collective agreement or HR overtime procedure, whichever applies.
- 3.2.11** Either party to an individual averaging agreement may cancel the agreement with 30 calendar days' written notice.

4.0 Exceptions to the Procedure

4.1 Exceptions to this procedure must be documented and formally approved by the Policy Lead.

Procedure exceptions must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

5.0 Related Documentation

[HR 5.0 Flexible Workplace Policy](#)

[HR 5.1 Distributed Work Procedure](#)

[AUPE Collective Agreement](#)

AUPE Letter of Understanding Re: Flexible Workplace Options (Job Share and Reduction in hours/FTE)

[NAIT Hours of Work Averaging Agreement Template](#) (Select download when you get the please wait message, save to your computer and then open file with Adobe)

[Alberta Employment Standards Code](#) (or applicable Employment Standards Code)

Document History

<i>Date</i>	<i>Action/ Change</i>
January 4, 2022	Changed from HR Procedure 1.1 to 5.2 to fall under the new Flexible Workplace policy. Changed title to differentiate from policy. Removed general principles already covered in policy and moved remaining general principles to general procedure section to align with new NAIT procedure format. Added FTE reduction and job share as options in the procedure. Updated the review date.